

---

## NARRATIVE QUESTIONS

### PLEASE SUBMIT ON ORIGINAL, PLUS 4 COLLATED COPIES OF COMPLETED APPLICATION FORMS AND NARRATIVE.

The total narrative portion of the application should not exceed 5 typed pages. Margins, fonts (no smaller than 12 point), and spacing should provide easy reading for the panelists.

### ALL APPLICANTS SHOULD ANSWER THE FOLLOWING QUESTIONS

1. **Goals.** Check off no more than one primary goal that this project addresses
  - ☐ Strengthen applicant arts organization's administrative or planning capacity. (Includes accessibility evaluations for cultural facilities).
  - ☐ Make arts programs more accessible to under-served communities (communities that have limited access to the arts due to geography, economic conditions, ethnic background or disability.) Please note that in a competitive pool of applicants, priority will be given to those projects occurring in communities where fewer arts programs are being offered.
  - ☐ Increase appreciation of folk or traditional arts (please see glossary definition).
  - ☐ Increase opportunities for professional New Hampshire artists to develop their work or to reach a wider audience with their work.
  - ☐ Strengthen the role of the arts in education, pre-K-grade 12.
2. **Summary.** Briefly summarize the program or activity for which you are seeking funds. Include brief responses to the basic "Who, What, When, Where?" questions.
3. **Outcomes.** Describe how the project will achieve the desired outcomes that you chose in question 1. Describe how will you evaluate the success of your project or program. If you have chosen the second checked box #2, please list what arts programs are available in your community, both year-round and seasonally.
4. **Required Match.** Identify the sources for matching funds for this grant, and, if other than applicant cash, how you will raise those funds. (Eligible matching funds include donations from other sources, revenue from fundraising events, admissions, or suggested donations for an event.)
5. **Budget.** Complete the standard budget form for either Organizations (Arts, Non-Arts, Schools, & Consortia) or Individuals (Artists & Educators).

### ADDITIONAL QUESTIONS FOR ORGANIZATIONS OR SCHOOLS ONLY

1. **Accessibility to arts programs:** To what extent will this program be accessible to all members of the public regardless of geography, economic conditions, ethnic background or disability?
2. **Marketing:** How will you market your program to reach a variety of audiences in your community, including those with disabilities, low income, and senior citizens?
3. **For proposals seeking artist fee support:** Identify the artist/s who will be involved. Have you contacted the artist/s to determine availability?
4. **For artists not on the *New Hampshire Artist Roster* or the *Traditional Arts Listing*,** please include supporting materials, as requested below. **Note:** funding priority goes to New Hampshire-based artists.

5. **Community-based arts programs:** Will the program engage community members in making art together?
6. **For arts organization board/staff training or professional development opportunities:** How did you identify your organization's planning or administrative needs?
7. Summarize the qualifications of the instructors, facilitators, consultants, or technical assistance providers that make this opportunity the right fit for your organization's needs.
8. **If students are involved:** What efforts are being made to link them to the community outside the school?
9. **Volunteers:** How will volunteers be involved in this program?
10. **Project director/coordinator:** Who is the project director/coordinator for the proposed activity and what are that person's qualifications to manage this project?

#### **ADDITIONAL QUESTIONS FOR INDIVIDUALS APPLICANTS ONLY**

1. **For individual artist professional development opportunities:**  
How will this opportunity (showcase, conference, master class, exhibition, etc.) advance your career?
2. **For educator professional development opportunities in the arts:**  
How will you integrate this learning experience in the arts into work with New Hampshire students and schools?

### **REQUIRED SUPPORT MATERIALS**

#### **FOR ORGANIZATIONS OR SCHOOLS ONLY**

#### **Include 5 copies of the following documents with this application:**

1. List of names, affiliations, and addresses for members of board of trustees.
2. Copies of the applicant organization's income and expense statements for the recently completed fiscal year and its budget for the current fiscal year.
3. If a training program or conference, please provide brochures, catalogues or web URL about the program and/or a description and qualifications of the faculty involved, and the dates and agenda of the training.
4. If a consultant will be used, please provide the consultant's resume or consulting organization's brochure.
5. If using artists not included on the *New Hampshire Artist Roster* or the *Traditional Arts Listing*, please include **one copy** of whichever of the following is the most applicable:
  - ☐ Videotape for theatre, dance, puppetry, performance, etc.
  - ☐ Audio tape or CD for a musical performance.
  - ☐ Photograph or slides of visual work.
  - ☐ Writing sample for poetry or literature.

#### **First-time applicants only:**

**include one copy of tax-exempt status letter from the Internal Revenue Service.**

## **REQUIRED SUPPORT MATERIALS**

### **FOR INDIVIDUALS ONLY**

**Include 5 copies of the following documents with this application:**

- 1) If proposal is for a training program, showcase, exhibition, or conference, please provide brochures, catalogues or web URL about the program and/or a description and qualifications of the faculty involved, and the dates and agenda of the training.
- 2) If educators are proposing site visits to schools to observe and learn from model arts programs/curricula, please provide information on the school and the arts program model being used.

### **APPLICATION REVIEW PROCESS**

Mini-Grant applications are reviewed quarterly by State Arts Council staff and the Director. The staff panel's funding recommendations are forwarded to the State Arts Councilors for review and approval. Once approved, funded applicants will receive a Grant Agreement and Alternate W-9 forms that need to be filled out, signed, and returned to the State Arts Council before the payment process can begin.